

Work Ethic

- Describe a time when you performed a task outside your perceived responsibilities. Why did you perceive it to be outside your responsibilities? What was the outcome?

1-2	3-4	5-6
Candidate was inaccurate in perception of propriety of work tasks, and may have been uncooperative in providing aid	Candidate was reasonable in providing aid where appropriate on tasks that were perceived as impertinent	Candidate showed accurate insight on propriety of work tasks, and willingly aided where appropriate, achieving success in task performance

- Think of a situation in the past (at work or at school) that best illustrates your work ethic. Describe the situation in detail and tell us why this best describes your own personal work ethic.

1-2	3-4	5-6
Candidate lacked a reasonable degree of commitment to perform and/or did not demonstrate satisfactory performance	Candidate demonstrated a reasonable degree of commitment to perform and achieve satisfactorily	Candidate demonstrated a strong commitment to exceed performance standards and/or achieve high success in performance

- Describe a time when you were faced with problems or stresses that tested your coping skills.

1-2	3-4	5-6
Candidate struggled to deal well with stressful circumstances and may have contributed to the stressful situation	Candidate dealt reasonably well in the face of difficult circumstances and did not seem to "break" under pressure	Candidate excelled at dealing with stressful circumstances through appropriate delegation, prioritization, and/or other methods

- Give me a specific occasion in which you conformed to a policy with which you did not agree.

1-2	3-4	5-6
Candidate struggled or failed to conform with policy and may have been too open about opinions and non-conformist	Candidate reasonably conformed with the policy in question despite disagreements, did not allow conversation on disagreements to get out	Candidate demonstrated a positive attitude despite disagreeing with policy and proactively sought ways to understand and/or agree more with policy in

attitudes	of control	question
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- We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example(s) of how you have done this.

1-2	3-4	5-6
Candidate struggled to honestly self-evaluate, and/or struggled to reason ways that performance could be improved	Candidate is reasonably open in disclosing areas of potential improvement and has ideas on how to improve	Candidate is honest in disclosing areas that can be improved, and showed pro-activity in dealing with those areas

- Recall a time from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem? How did you handle that situation?

1-2	3-4	5-6
Candidate was not successful in dealing with the problem in absence of supervision and/or went beyond appropriate boundaries in seeking a solution	Candidate was reasonably successful in dealing with the problem without going too far beyond normal, appropriate boundaries	Candidate dealt appropriately with the line of authority and was proactive in finding a solution that was acceptable to all parties involved

- Describe some times when you were not very satisfied or pleased with your performance. What did you do about it?

1-2	3-4	5-6
Candidate struggled to honestly self-evaluate, and/or struggled to reason ways that performance could be improved	Candidate is reasonably open in disclosing areas of potential improvement and has ideas on how to improve	Candidate is honest in disclosing areas that can be improved, and showed pro-activity in dealing with those areas